

Board of County Commissioners

Leon County, Florida

Policy No. 01-1

Title: E-Mail/Internet Use
Date Adopted: January 9, 2001
Effective Date: January 9, 2001
Reference: N/A
Policy Superseded: N/A

- A. This policy is designed to protect the County, its employees and its resources from the risks associated with use of e-mail and Internet. Therefore, e-mail and Internet are to be used to facilitate County business and only highly-limited, reasonable personal use is permitted. Employees are permitted to briefly visit other non-sensitive Internet sites during non-work time, such as break, lunch, and before or after work hours (with prior permission of his or her supervisor). The County's e-mail or Internet access systems may NEVER be used in any of the following ways:
1. To harass, intimidate, or threaten another person.
 2. To access or distribute obscene, abusive, libelous, or defamatory material.
 3. To distribute copyrighted materials that are not authorized for reproduction/distribution.
 4. To impersonate another user or mislead a recipient about your identity.
 5. To access another person's e-mail, if not specifically authorized to do so.
 6. To bypass the systems' security mechanisms.
 7. To distribute chain letters.
 8. To participate in political or religious debate.
 9. To automatically forward messages (e.g., with mailbox rules) to Internet e-mails addresses.
 10. To communicate the County's official position on any matter, unless specifically authorized to make such statements on behalf of the County.
 11. For any purpose which is illegal, against County policy, or contrary to the County's best interests.
 12. To pursue an individual's business interests that are unrelated to the County.
 13. To conduct any type of personal solicitation.
- B. The County has not forbidden all personal use of e-mail. Acceptable uses of e-mail can be compared to those involving the telephone: the communication must be brief, must not interfere with work, must not subject the County to any additional costs, and must be consistent with the requirements set forth in this Internet and E-mail policy.
- C. No guarantee can be made for privacy of any communication on the network; however, authorized system administrators may access private correspondence and files if use, is believed to be in violation of this policy.

- D. Adherence to this policy is neither voluntary nor optional. Violation of this policy is grounds for disciplinary action up to, and including, termination of employment.